THE BRAVE

1967-1968

Student Handbook

West Georgia College

PURPOSE OF THE COLLEGE

The purpose of West Georgia College is to help each student develop a disciplined and open mind, the capacity for self-realization, and the ability to become an effective citizen in a changing society as well as to attain certain specialized skills needed in such a society.

Since the attainment of the purpose can be accomplished in several ways, the specific objectives of the college are as follows:

To provide excellent four-year programs of higher education in the arts and sciences, and to develop specialists in the major fields of the arts and sciences.

To provide excellent programs of education for the development of teachers for elementary, junior high, and secondary schools.

To provide opportunities for teachers in service to continue their development.

To provide thorough preparation for students who will pursue graduate studies in the arts and sciences or professional studies in law, medicine, dentistry, theology, and other fields.

To serve as a center for the development of human resources by providing adult education programs, research programs, community development programs, and other educational services.

1967-1968

The Brave

Student Handbook

To The Students of West Georgia College

Let me welcome each of you to West Georgia College. We are proud of this institution and every phase of its program, as we hope you will be.

As a guide for your college life, this handbook has been printed for your benefit. Within these pages you will find the various traditions, procedures, and policies of West Georgia College. It is hoped that each of you will make use of the information and keep the book for future reference. A great deal of work went into these pages, and we hope they will prove beneficial.

Best wishes for a successful college life.

Sincerely,

Bob White
Editor

Published by Student Government Association—September, 1967

A NOTE OF WELCOME

Dear Student,

It is a pleasure to welcome you to West Georgia College. I hope that you will feel at home here immediately and find our campus as pleasant a place to live as you have ever known. I hope too that you will find the campus an excellent place to learn and grow—in mind, body and spirit.

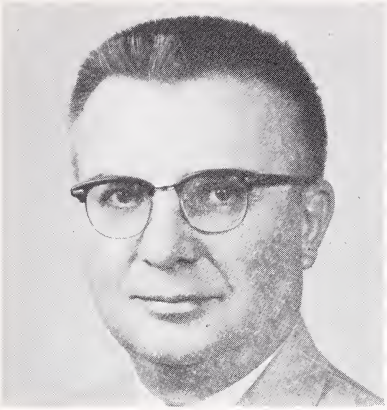
Our faculty, staff and student leaders are anxious to serve you and to make your years here as pleasant and profitable as possible. We would like to know you well and to work with you toward the development of your full potential for self-fulfillment and service.

This handbook was prepared for your benefit. I trust that it will provide the information and guidance you need to participate fully in our college activities and help you be a good citizen on the campus and in the surrounding community.

With all good wishes,

Cordially yours,

James E. Boyd, *President*



GREETINGS

You have selected West Georgia College because of the academic program which it has. Your objective is to use the preparation which you will receive here as a base upon which to build your future—professionally, culturally and spiritually. Aways keep in mind that scholarship is your prime responsibility and objective. I share the counsel given to his students by Dartmouth's President, John Sloan Dickey:

> "Your business here is learning and that is up to you. We'll be with you all the way."

While academic excellency is first, you would be amiss if you did not utilize other parts of our program. These activities will provide you an opportunity to broaden your education, develop your particular interests and provide you with social and recreational opportunities. These experiences can add much to your college years. They add meaning to one of my favorite quotations, a comment made by James Truslow Adams:

> There are obviously two educations. One should teach us how to make a living, and the other how to live."

My staff and I want to help you to achieve the goals which you have for yourself. They are shared not only by your parents but also by this college. To become an effective and responsible individual is my personal goal for you and I am always ready to help you in working towards this objective.

My best wishes as you become one of us!

Sincerely yours,

John J. Pershing
Dean of Student Affairs

FALL QUARTER

SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	September 1	Last day for new students to file applications for fall quarter.
	Sept. 17-19	Freshman orientation.
	September 20	Registration 9:00 a.m.-4:00 p.m.
	September 21	Classes begin, 8:00 a.m. Registration for evening classes 5:30-6:30 p.m.; evening classes begin 6:30 p.m.
	September 26	Last day for registration and for class changes.
OCTOBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 20-23	Mid-term examinations.
NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 22	Thanksgiving recess begins at noon.
	November 27	Classes resume, 8:00 a.m.
DECEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Dec. 4-8	Examinations. (Examinations for evening classes, December 4.)
	Dec. 9-Jan. 2	Christmas recess.
	December 12	Last day for new students to file applications for winter quarter.

WINTER QUARTER

January 3	Registration, 9:00 a.m.-4:00 p.m.
January 4	Registration for evening classes, 5:00-6:30 p.m.; evening classes begin 6:30 p.m.
January 4	Classes begin.
January 9	Last day for registration or for schedule changes.
February 6-7	Mid-term examinations.
March 5	Last day for new students to file applications for spring quarter.
March 14	Examinations, evening classes.
March 14-19	Examinations, day classes.
March 20-24	Spring recess.

SPRING QUARTER

March 25	Registration, 9:00 a.m.-4:00 p.m.
March 26	Classes begin 8:00 a.m.
March 28	Registration for evening classes, 5:30-6:30; evening classes begin 6:30 p.m.
March 29	Last day for registration and for schedule changes.
April 24-25	Mid-term examinations.
May 22	Last day for new students to file applications for summer quarter.
June 2	Graduation, 8:00 p.m.
June 4-7	Examinations (Examinations, evening classes, June 6).

SUMMER QUARTER

June 9-10	Freshman orientation.
June 11	Registration
June 12	Classes begin.
July 4-5	Holiday.
July 8	Classes resume.
August 11	Graduation
August 13-16	Examinations

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Things You Should Know

DINING HALL

Meals at West Georgia College are served cafeteria style from modern steam tables. The aims of the dining hall are to serve at a moderate cost food which is properly cooked, attractive in appearance, and of such a variety as will allow the choice of an adequate meal and to make the surroundings of the students inviting, pleasant and restful.

Students are expected to maintain high standards of behavior in the dining hall. Students are asked to cooperate in helping to maintain high standards by:

1. Showing consideration for others and taking their proper place in the serving line.
2. Appearing neatly dressed for each meal. Athletic or gym clothes, slides or shower shoes, or under shirts are not to be worn in the dining hall. Men and women shall dress appropriately for Sunday dinner.
3. Presenting meal tickets at each meal and by keeping tickets in a readable condition. Meal tickets are not transferable. Students without tickets will be expected to pay for their meal but if the ticket is presented within 48 hours, refunds will be made between 3:00 and 4:00 p.m.

HEALTH SERVICE

The college provides a health service for all students and college employees. The infirmary is located on the ground floor in Mandeville Hall Annex.

The infirmary hours are as follows :

Monday—Friday	8:00 A.M.—10:30 P.M.
Saturday & Sunday	9:00 A.M.— 9:00 P.M.

After closing hours a nurse is on duty for emergencies only. If an emergency arises after closing hours, the student is asked to report to the host, or resident advisor, who will contact the nurse by phone. Proper arrangements for the student will then be made by the nurse.

All students are requested to report to the infirmary when ill. If illness prevents attending class, the student should get an excuse from the infirmary before missing class. If the illness does not warrant immediate attention, the student should report after class.

The doctor will see students at 9:30 a.m. and 2:30 p.m. A student should be examined by the nurse prior to this time.

An accident-health insurance policy is available for a small cost. The cost is not included in the fees paid to the college. A brochure containing information on the policy will be mailed to each student prior to registration. Payment should be made directly to the representatives of the insurance company who will be on campus at the time of registration.

All students and faculty who do not have meal tickets for the dining room must pay for meals while confined to the infirmary.

Students will be expected to adhere to the procedures and policies established by the Health Committee.

The Tanner Memorial Hospital provides additional health and emergency service.

LIBRARY HOURS AND REGULATIONS

The Library is open Monday through Thursday from 8:00 a.m. to 10:00 p.m. On Fridays from 8:00 a.m. to 5:00 p.m. and from 7:00 p.m. until 10:00 p.m. On Saturdays from 9:00 a.m. to 12:00 noon and from 2:00 p.m. to 5:00 p.m. and on Sundays from 7:00 p.m. to 10:00 p.m. If demand is sufficient Library hours will be increased on weekends before or during final exams. The Library will be open from 2:00-5:00 p.m. in addition to the morning hours during final exams.

Books not specifically reserved may be drawn from the library for a period of two weeks.

Books on special reserve must be used in the library except for overnight use and must be returned by 9:00 a.m. the following morning.

Books on a three-day reserve may be checked from the library for a period of three days and are not renewable.

Periodicals may not be taken from the library.

A fine of 2c a day is charged for books not returned on time.

A fine of 15c for the first hour and 5c for each additional hour is charged on special reserve books not returned on time.

COLLEGE STORE

For the convenience of the students, the college maintains a store on the campus where students may purchase textbooks, pencils, pens, notebooks, stationery, toilet articles, etc.

The cost of text books will depend upon the courses taken and whether books are purchased new or used. New texts will cost approximately $30.00 per quarter; used texts, about one-third less. Store hours are 8:00-4:00 Monday-Friday and 9:00-12:00 on Saturdays.

STUDENT BANK

The business office operates a bank for the benefit of students who wish to deposit funds for their personal use. Funds may be drawn out as needed in the business office only. Withdrawals should be held to a minimum in number and not less than $4 in amount. Hours are 8:30 a.m.-12:15 p.m. and 1:15 p.m.-4:30 p.m. Monday-Friday. Closed Saturday.

LAUNDRY SERVICE

Each residence hall on campus has an automatic washer and dryer.

The Apex Linen Service offers a linen service for all students who are interested. This service includes two sheets, one pillow case, and four large bath towels each week of the school year, except summer school. The cost is $28.00 for the school year plus a $5.00 deposit which is refundable at the end of the school year if all linen is returned with the key to your locker. Additional information is mailed to each student upon receipt of a request for housing.

COLLEGE POST OFFICE

The college post office is located on the first floor of the College Union building. The same box is kept by a student as long as he is enrolled at West Georgia College. Mail should be addressed in this form:

John Doe
Box 000
West Georgia College
Carrollton, Georgia 30117

All United States mail services including registered mail, insured mail, and purchases of money orders are provided by the College Post Office. Through the inter-office service, mail may be sent to other students and faculty free. Both name and box number are required on mail being sent to a fellow student.

Post office hours are 8 a.m. to 4 p.m. Monday through Friday and 8 a.m. to 11 a.m. on Saturday.

COLLEGE UNION

The College Union is the community center of the campus — the cultural, social, recreational, and service center for students, faculty, administration, staff, alumni, and guests of the college.

Included in the Union building is the college dining hall, a snack bar, post office, book store, student offices, recreation room, stereo listening, television, and multi-purpose rooms for meetings, parties and other activities.

Recreational facilities in the Union include billiard tables, table tennis, and a wide variety of table games that can be checked out with a student identification card. Stereo records to be used in the lobby area may be checked out in the lobby office.

The Student Government Association, *West Georgian* (campus newspaper), *Chieftain* (Yearbook), Director of Student Activities, Union Program Council, and organizations have offices in the building.

Facilities in the union are suitable for groups of various sizes and the Union staff will be happy to assist you in planning your needs. Reservations for various facilities are made with the Director of Student Activities.

The staff hopes that you will make good use of the facilities, services, and programs offered by your College Union.

STUDENT HOUSING

West Georgia College provides on-campus housing for the majority of the students who desire it. All residence halls are supervised by faculty members and staff personnel. Each hall elects its own house council to provide the residents an atmosphere contributing to the intellectual and social experiences of each student.

The Housing Office maintains a file of off-campus housing and aids students in securing it. Single students who do not commute are required to live on-campus as long as space is available.

A housing application will be sent to the student after he has been tentatively accepted by the Admissions Office or re-admitted by the Registrar. A twenty-five dollar deposit must acompany all housing applications. This deposit will be applied toward the spring quarter's rent unless the College is unable to provide housing. The deposit is refundable if cancellation of the housing request is received in writing by the Housing Office not later than July 15 for the fall quarter, December 1 for the winter quarter, and March 1 for the spring quarter.

A separate twenty-five dollar deposit must accompany the housing application for the summer quarter. This deposit will be applied toward the summer quarter's rent unless the College is unable to provide housing or unless cancellation of the housing request is received in writing by the Housing Office not later than June 1.

Residence hall rooms are reserved on the basis of the chronological date of receipt of the housing application and deposit. Roommate requests are honored only if the request is mutual. Room assignments will

not be made until the student fulfills all admission requirements. It is, therefore, to the student's best interest to complete all admission requirements as soon as he possibly can.

Students furnish their own pillows, pillow cases, sheets, blankets, bedspreads, towels, and room accessories such as study lamps, draperies, scatter rugs, etc. A linen rental service is available.

All residence halls and the dining hall will be closed between quarters.

AWARDS AND HONORS

American Association of University Professors Award

The West Georgia Chapter of the American Association of University Professors presents an annual award to the senior who has achieved the highest scholastic average of the graduating class.

Delbert Clark Award

As a memorial to the late Delbert Clark, nationally known leader in adult education, an award may be presented annually to leaders in the adult education field in recognition of outstanding achievements. Selection is made by a faculty committee.

Founders Day Award

A Founders Day award may be presented annually to a friend of West Georgia College who has made outstanding contributions to the cultural and economic life of the college. Selection is made by a faculty committee. Under exceptional circumstances more than one award may be made.

Herndon Award

As a memorial to Thomas A. Herndon, Jr., a graduate of the class of 1939, friends and classmates established an award in 1953. Each year sheepskin brochures are awarded to freshmen or sophomores who have exhibited outstanding qualities of character, scholarship, civic leadership, interest and participation in the fields of social and political sciences as exemplified by the late Tom Herndon. The selections are made by a joint committee of faculty and students.

Watson Award

As a memorial to Gordon Watson, late professor of English, each year the college awards honorary certificates to outstanding juniors and seniors, who in the estimation of the faculty, have attained distinction in their work, and who have exhibited these qualities of character, intelligent leadership, conscientious devotion to duty, unfailing courtesy, and adherence to truth and beauty for which this esteemed teacher is so well remembered.

Who's Who in American Colleges and Universities

The names of a limited number of West Georgia juniors and seniors are included each year in *Who's Who in American Colleges and Universities*. Students chosen for this honor are selected by a faculty and student committee on a basis of scholastic standing, participation in campus and community activities, and leadership ability and potential.

Art Awards

A joint committee of the Student Government Association and the faculty of the Art Department annually selects for purchase prize awards one or more examples of student art work. Such works are exhibited for

one year in the library and are then placed permanently in appropriate places on campus.

Science Awards

The faculty of the Science Division annually awards prizes to students achieving the highest records in mathematics, physics, chemistry, biology, and geography.

STUDENT REGULATIONS AND STANDARDS

Students are admitted to West Georgia College with the expectation that they have developed acceptable personal standards of conduct and ethics. Also, students are expected to have respect for the regulations of the college and the community and for the standards of their fellow students and of the college. Students assume responsibility for their own conduct, and through their hall councils and the Student Judiciary Committee, accept the responsibility for the behavior of their fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. Students should realize that any behavior which reflects adversely upon the students of West Georgia College or upon the college will make the individual involved liable for disciplinary action. This is true whether the incident occurs on-campus or off-campus.

To aid students, the Student Government Association has developed some standards and guides. It is hoped that these will assist students in knowing just what is expected of them.

Automobiles: The use of an automobile is a privilege. Drivers should at all times have their car under control, respect pedestrian traffic and observe traffic regulations of the college and of the community. All automobiles used by students must be registered with the Campus Security Office. Freshmen living on campus are not to have possession of, or use of, an automobile. The campus security police are vested with the authority to arrest violators of traffic regulations on the campus.

Alcoholic Beverages: There will be no drinking or possession of alcoholic beverages at any time on the campus or at any college sponsored activity.

Firearms: Firearms are prohibited on campus. Arrangements must be made with the Resident Advisor for storage of firearms, belonging to members of the Pistol and Rifle Club or others.

Fireworks: Fireworks are prohibited by state law and on this campus. Violators will be prosecuted.

Smoking: Smoking is prohibited in the auditorium, gymnasium, swimming pool area, and the library (except in the Smoking Room). No smoking in the classroom while the class is in session.

Dating: Students should not use the auditorium, classroom, gymnasium or the chapel for dating or loitering at any time. Overly-enthusiastic displays of affection are in poor taste and embarrassing to others.

Residence Halls: Each residence hall has house rules by which the residents feel they can best achieve conditions for desirable group living and enable each resident to satisfactorily meet the educational demands required by the academic program.

Permissions: A permission blank will be mailed to parents of women students so that they may check the privileges they would like to give their daughter for the school year.

Permissions checked on the permission form are the ones the student has. All others must be obtained from the parent and approved by the college. Telegrams and telephone calls will not be accepted.

Dress: West Georgia College students are receiving an education preparing them for entrance into various professions. During one's college years, one should develop a practice of dressing in a manner which is appropriate for the occasion and in good taste. Following are some suggestions as to what is and what is not acceptable:

1. As a West Georgia College student, one should remember that at all times one is a representative of the College in the eyes of the public—both on-campus and off-campus—and should, therefore, dress accordingly.
2. All students going off campus at any time should dress appropriately for the occasion.
3. *Men* may wear sports apparel (not athletic apparel) on campus. *Women* may wear sports apparel (slacks, pedal pushers, cullottes, and tailored shorts) except to classes and library.
4. Athletic apparel is appropriate only for participation in intramural activities, intercollegiate athletics and for physical education classes. Such apparel should not be worn elsewhere on the campus at any time except in going to and from the above mentioned activities.
5. Cut-off jeans, athletic jersies and sweatshirts are not acceptable for campus attire. (See statement under Dining Hall.)
6. Apparel which is too tight or too short is not appropriate or in good taste at any time.
7. Shoes, not thongs or flip-flops, should be worn at all times other than while in residence halls.
8. Men should wear shirts at all times except in their residence halls or when participating in athletic activities.
9. While using the public rooms of the residence halls, one should be dressed as for campus wear. (See No. 2.)

Changing of Student Regulations and Standards

The Student Government Association shall be empowered to recommend to the Advisory Council of the Faculty desired changes. Students shall be notified of approved changes through announcement in the *West Georgian*. Changes will become effective upon publication.

Students Live Together Responsibly

STUDENT CODE OF CONDUCT AND RESPONSIBILITY

As a student, I believe that there exists between West Georgia College and myself a reciprocal responsibility which must be mutually acknowledged and respected if our academic objectives are to be realized. Recognizing that my behavior will reflect upon my fellow students and upon the college, I agree to comply with the ordinary rules of good conduct and with the standards set up by the college so long as I am enrolled here.

In return, I consider it the obligation of the college to provide me with an opportunity for self-government and with channels through which I may express myself and present my grievances, to acknowledge my right to academic freedom, and to respect me as a responsible individual.

Student Welfare Commission

Student Government Association

David Bailey

Walter Jones

Academic Policies

PROBATION AND DISMISSAL

SCHOLASTIC PROBATION

Students who are not doing satisfactory work are placed on scholastic probation as a means of emphasizing for them the necessity of analyzing their situation to determine the cause of poor work.

Any student failing to maintain a 1.5 average or receiving two or more academic grades below C during a quarter will be placed on probation until scholarship is satisfactory. A student enrolled for less than fifteen quarter hours who fails to maintain a 1.5 average will be placed on probation. The student may remove himself from probation by passing at least ten hours with a grade of C or better in one quarter.

The grade of I (Incomplete) is considered to be an F for purposes of determining probationary status. As soon as the instructor changes this grade, the student's name will be removed from the probation list, provided the grades then justify it.

Although scholastic probation normally is based upon final grades and begins the following quarter, a dormitory student or a resident student who drops below the normal load of fifteen hours is placed on probation effective on the date on which he dropped below the minimum and is as of that date ineligible to participate in college-sponsored activities.

Any student who is on probation at the close of the spring quarter must attend summer session at West Georgia College and remove himself from scholastic probation if he wishes to attend the college the next fall quarter. Otherwise he must remain out until the winter quarter.

A student on probation at the end of his last previous quarter in attendance shall not be eligible to participate in activities requiring public performance or to hold a student office. Eligibility is determined by final grades. Mid-term grades neither place the student on probation nor remove him from it. Students on probation shall not be allowed to register for courses which require or which might require public performances (e.g., choir; English 211, Introduction to Drama; English 204, Argumentation and Debate). Music majors are permitted to enroll in such courses if their major requires it but are not permitted to participate in off-campus performances.

Students on probation are not eligible for employment as student assistants. Those who engage in part-time employment outside the college should relinquish such employment.

SCHOLASTIC DISMISSAL

A student on scholastic probation must remove himself from such probation during the next succeeding quarter. If he fails to do so, he will be dismissed and must remain out one quarter. A student who is dismissed for the first time may return on probation in any quarter except the fall. If the first dismissal occurs at the end of the winter or spring quarter, the student may elect to enroll for the next quarter rather than to remain out. Should he fail to remove himself from probation, this will be considered his second dismissal.

A student who has twice been dismissed may not again be admitted as a candidate for a degree. This regulation shall not, however, constitute a bar to the student's admission to particular courses after the lapse of a time interval sufficient to obtain evidence that his scholastic disabilities have been overcome.

A student failing in all his work will be dismissed and will not have the option to return for the next quarter. He may apply for probationary re-entrance in any quarter except the fall.

A full-time student who is dropped for excessive absences from two courses will be dismissed from college for the remainder of the quarter.

DISCIPLINARY ACTION

A student may be placed on disciplinary probation or asked to withdraw from the college when he seems to be unable to adjust to campus life and the discipline of group living, indicates unwillingness to profit by the course of study offered by the college, or conducts himself in such a way as to reflect unfavorably upon the reputation of the college community.

A student may appeal the disciplinary action by submitting an appeal in writing to the Chairman of the Faculty Committee on Discipline.

ABSENCES

Students are expected to attend classes faithfully. The instructor will determine specific absence policy in his class. He may, if he deems the absences justified, permit the student to remain in class, or he may drop him. If extraordinary circumstances exist, the student so dropped may appeal to the Absence Committee for reinstatement. Such reinstatement has seldom been granted.

A circular will inform the instructor of absences resulting from college-sponsored activities. A student not well enough to attend class should report to the infirmary and should present an infirmary slip on return to class. The student is expected to explain all other absences to his instructor.

A non-dormitory student who must be absent more than three successive days is required to notify the Dean of Student Affairs immediately.

In no case may a student miss more than twenty-five per cent of his classes (13 absences) and receive credit for the course. Since only under extraordinary and justifiable circumstances would a student reach this limit, he can be given a WP (withdrawal passing) or WF (withdrawal failing).

If a student is dropped by his instructor for excessive cuts he is placed on scholastic probation; if he is dropped from a second course he is dismissed from the college for the remainder of the quarter. (See "Scholastic Probation" and "Scholastic Dismissal.")

A student unable for legitimate reasons to continue attendance in a class should formally drop the class or withdraw from college. (See "Course Changes" and "Withdrawals.")

GRADE REPORTS

Grade reports for every college student are sent by the registrar to parents or guardian at the end of each quarter.

At the middle of each quarter the registrar sends to the parents or guardian a report of each first-quarter freshman and all other students who fall below a C average in any course.

The student and his parents are notified at the middle and end of any quarter if the student has placed himself on scholastic probation.

SPECIAL EXAMINATIONS

Permission must be obtained from the office of the Dean of the College to take a final examination outside of the regular schedule. Only in very exceptional circumstances will such permission be granted.

GRADES

The following grading system is used:

		Grade points per credit hour
A	Superior	4
B	Above average	3
C	Average	2
D	Poor	1
F	Failure	0

S	Satisfactory
U	Unsatisfactory
W	Withdrew
WP	Withdrew, passing
WF	Withdrew, failing
AU	Auditor

The grades of S and U are reserved for some courses which carry credit but no grade points, such as Education 420-421-422 (Apprentice Teaching) and certain seminar courses. These courses are not considered in computing grade point ratio.

A student who officially withdraws from a course will receive a grade of W (withdrew), WP (withdrew, passing), or WF (withdrew failing). The grade of W is given when the student withdraws before the instructor has evidence of the quality of the student's work in the course. A grade of WP is given only when the work already done in the course is of C quality or higher. The W and WP grades are not considered in computing grade point averages. The WF grade is counted as an F. Those who drop out without clearing through the dean's or the registrar's office or who are dropped for excessive absences will receive an F.

The grade I (Incomplete) indicates that the student has been unable to complete the work of the course. It is given only when the work already done has been of an acceptable quality. The requirement must be completed during the next quarter in residence. If the incomplete grade is not removed at that time, the grade becomes an F.

The grade point ratio is the grade average made by a student on all work for which he has enrolled. It is obtained by dividing the total number of grade points earned by the total number of quarter hours attempted.

THE DEAN'S LIST

Students who achieve a grade point ratio of 3.5, on a minimum of 15 quarter hours, with no grade below B, will be placed on the dean's list.

CLASSIFICATION

Freshmen are those students who at the beginning of the academic year have less than 40 quarter hours of academic credit with an average grade of C or better; sophomores, those with 40 or more credit hours of academic credit with an average of C or better, but less than 85; juniors those with 85 or more quarter hours of academic credit with an average of C or better, but less than 130; seniors, those with 130 or more hours of academic credit with an average grade of C or better. Students retain their class designation during the academic year. No changes in classification are made between the quarters of the academic year.

ACADEMIC STANDARDS

1. Students should attend class faithfully and attempt to pursue their studies in a scholarly manner. This means that not only should they submit assignments on the date due or earlier and be prepared for tests at anytime, but that they should go as far beyond the requirements of a course as their abilities and interests allow.

2. Students should show the utmost respect and courtesy toward fellow students and faculty members both inside and outside the classroom.

3. When any student submits any work to be graded by an instructor, that work must be entirely his own.

A. This rule applies not only to final examinations and hour quizes, but also to pop quizes, lab reports, themes, book reports, term papers and projects, and any homework that is to be graded.

B. In the case of any formal paper presented for grading, there must be no *plagiarism.* Plagiarism is the stealing and passing off as one's own the ideas or writing of another. This means that a student cannot submit as his own work the work of another student or faculty member on this campus or elsewhere, or the work of a scholar found in some written source. It is true that certain ideas are so general that they are, as it were, "in the public domain" and need not have citations as to their sources, but the student must be careful. In general, he should follow two rules. If he is directly quoting a source, word for word, he should use quotation marks around the quotation, footnote the source, and cite the page number in the appropriate position in the footnote. If he is not quoting, but paraphrasing (changing only the wording, but not the idea), he need not use quotation marks, but he still must give a footnote to the source, taking care to cite the page or pages quoted.

4. When any student submits work to an instructor to be graded, he should be willing to sign a statement to the effect that he neither gave nor received assistance while preparing that work, whether the instructor requires such a statement or not.

Campus Activities

INTRAMURAL ATHLETICS

Opportunities for recreation, social contacts and healthful exercise are provided by the college through an excellent intramural program for those not participating in intercollegiate athletics. A variety of team and individual sports are provided in which the individual may compete. The intramural program is administered by M.I.A. and W.A.R.A. All students are urged to participate in this program.

LECTURES, CONCERTS AND ASSEMBLIES

West Georgia College students have many opportunities to experience cultural aspects of a liberal education. During the course of the academic year 1966-67, programs jointly sponsored by West Georgia College and The West Georgia Mutual Concert Association included Peter Nero, Jorge Morel, Richard Liebert, the Norman Luboff Choir, and the Birmingham Symphony.

Programs are designed to give the students a broad range of talents and topics.

The proximity of Atlanta to Carrollton gives the students the opportunity to enjoy the cultural offerings of that city. The college often sponsors trips to Atlanta to see the attractions in which the students are interested.

COLLEGE SPONSORED DANCES

Four school sponsored dances are held during the year. These include the Rat Week Dance, sponsored by the sophomore class; Homecoming Dance, sponsored by the senior class; Sweetheart Dance sponsored by the freshman class, and the Spring Formal, sponsored by the junior class in honor of the graduating seniors.

DEBATE TOURNAMENT

The annual West Georgia College Intercollegiate Debate Tournament, promoted by the Debate Club, is held during the winter. This event attracts teams from many southeastern colleges.

DRAMATICS

One major theatrical production and several experimental plays are presented each quarter under the sponsorship of Alpha Theta. Tryouts are open to all students.

FINE ARTS FESTIVAL

Each year the college has a special week in May during which many types of activities are held. Major events of the week include exhibits, lectures, panel discussions, and other programs from the field of fine arts, social science, and the sciences.

CHOIR

The choir presents a Christmas concert at the close of the fall quarter, a special program at Easter, and a final concert on the last Sunday of the spring quarter. Sponsor—Abercrombie.

BAND

The band presents several concerts on campus during the year, in-

cluding a Christmas and spring concert. It provides music along with the choir for commencement and special convocations. Sponsor—DeJong.

MOVIES

Outstanding movies are shown weekly, normally on Wednesday nights at 7:30. Movies are selected by the College Union Recreation Committee. Students may submit requests for certain movies to the Student Activities office.

ORGANIZATIONS

ALPHA PHI OMEGA

Alpha Phi Omega is a national service fraternity established with the purpose of promoting leadership, friendship and service on the college campus. The organization affords its members a chance to serve the students and faculty, youth and community, members of the fraternity and the nation as participating citizens. The major requirements for membership are based on scholarship and past or present affiliation with the Boy Scouts of America. Advisor—England.

ALPHA THETA

The purpose of the Alpha Theta organization is to stimulate interest and promote skill in acting, directing, and stage management, as well as to further the knowledge of the individual in drama. It also gives each member an over-all concept of the ideals and practices in all aspects of theatre.

The club presents one three-act play at the end of each quarter during the regular school year. Membership is open to any student interested in drama or allied divisions of the theatre. Advisor—Buice.

BAPTIST STUDENT UNION

The Baptist Student Union is the campus organization sponsored by the Baptist churches. There are no membership requirements since all students are invited to participate in all of its activities. Its purposes are to encourage the student in a responsible church relationship and to provide a weekday ministry to students. There is a full-time Baptist Student Director on the campus. Advisor—Griffin.

BIOLOGY CLUB

The purpose of this organization is to stimulate an interest in the biological sciences. Films, lectures, and experiments are used to reach these ends. Advisor—Gunn.

CANTERBURY

The Canterbury Club is the campus organization sponsored by the Episcopal Church. Membership, however, is open to any student. Its purpose is to help the student develop and broaden his religious, educational and social interests. Advisor—Kennedy.

CHEMICAL SOCIETY

The purpose of this organization is to promote interest in chemistry, to develop student leadership, to give opportunity for student and faculty expression, and to promote scholarship in chemistry. Advisor—Berryman.

CIRCLE K CLUB

The Kiwanis Club of Carrollton has established a Circle K Club to promote civic welfare of the college. It desires to develop within members the high degree of citizenship and social service exemplified by the constitution and by-laws of Kiwanis International. Members are selected on the basis of scholarship, civic interest, and leadership. Advisor—Wirsing.

COLLEGE 4-H CLUB

The objectives of the College 4-H Club are to promote the welfare of the students and the institution, to establish closer friendships and better acquaintances among the students, to train for leadership and citizenship, and to be of any assistance possible to the Carroll County 4-H Club program. Membership is open to all interested students. Advisor—Davis.

COUNCIL FOR EXCEPTIONAL CHILDREN

The purpose is to promote the education of exceptional children and youth through stimulating, furthering, and strengthening the interests of young adults in this facet of professional education. Advisor—de Hoop.

DANCE CLUB

The Dance Club is a creative, performing arts group for men and women interested in modern dance and jazz interpretations. Dance programs are given throughout the year and recitals are given during the spring quarter. Advisor—Spell.

DEBATE CLUB

The Debate Club is composed of students interested in standard debate and individual forensic activity. The national collegiate debate topic is used, and teams enter novice and varsity competition on a regional basis. Advisor—Croft.

DELTA PHI BETA

Delta Phi Beta is an honor organization for freshmen women who have attained a 3.5 quality point average their first quarter at West Georgia or who have a cumulative average of 3.5 for the year. The main objective is to promote intelligent living and a high standard of learning. We also endeavor to encourage superior scholastic attainment among the women of West Georgia. Advisors—G. Martin, Cash.

DER DEUTSCHE VEREIN

The purpose of the Verein is to give its members the opportunity to become better acquainted with the customs and civilization of the German people through formal as well as informal meetings or programs. Membership in the organization is open to students who are taking or have taken a course in German, or to students who express a speaking or written knowledge of the German language. Advisor—Sapp.

DESERET CLUB

The Deseret Club is the campus organization sponsored by the Church of Jesus Christ of Latter-day Saints. Membership is open to any interested student. Activities are planned to contribute toward the fuller realization of one or more of the ideals of religion, intellectuality, culture, fellowship, or leadership. Advisor—Porter.

EL CIRCULO ESPANOL

El Circulo Espanol is open to any student interested in the Spanish language and in Spain and Latin America. The purpose of the club is to stimulate interest in the Spanish language and in the cultures of the people of Spain and of South and Central America. Advisor—Neblett.

GEOLOGY CLUB

The purpose of the Geology Club is to stimulate interest in and to acquire knowledge of the earth sciences. This can best be done by offering members opportunities for field studies and field trips, by visits from leaders in the earth sciences, and by social events at which both students and professors can exchange ideas. Advisor—Morehead.

HISTORY-POLITICAL SCIENCE CLUB

Any student interested in the promotion of the study of history and political science and the creation of better citizenship is eligible for membership in the Club. The officers of the organization are constitutionally required to be history or political science majors. At bi-monthly meetings, the programs deal with related topics through forums, lectures, tours, and pictures. Advisors—Krebs, Wise.

THE INTERFAITH COUNCIL

The Interfaith Council assumes the responsibility for directing organized religious activities on the campus; encourages church attendance; endeavors to instill in the students a deeper understanding of their faith; and engages generally in a program of religious emphasis.

Students are urged to attend the local church of the denomination of their choice. College buses take them to both morning and evening services. Advisor—Barnes.

INTERNATIONAL CLUB

The club is open to foreign and American students to discuss means of improving harmony between the nationalities. Advisor—Huck.

KARATE CLUB

The West Georgia College Karate Club seeks to promote the development of high levels of sportsmanship and fairness in all phases of life and to promote a competitive spirit. The members are taught the various techniques of Karate. Advisor—Krebs.

LE CERCLE FRANCAIS

Le Cercle Francais is composed of students interested in French life and culture. The purpose of this club is to help students become better acquainted with the language and customs of France. Advisor—Lipham.

LETTERMEN'S CLUB

This club is composed of men students who have received a letter awarded for superior performances on one of the varsity teams of the college. Advisor—Wilson.

LITERARY CLUB

The Literary Club, whose membership is open to all students interested in literature, is concerned with promoting an interest in literary matters; fostering student writing, both creative and critical; and stimulating the development of cultural interest through regular programs. The Literary Club meets twice each month. It sponsors from time to time full-length movies of literary and cultural interests. Advisors—Bryg, Meehan.

MATHEMATICS CLUB

The purpose of the Mathematics Club is to promote opportunities for its members to explore the field of mathematics and to promote the enjoyment of study and research. Any student who is working toward a major or minor in the field of mathematics may be considered a candidate for membership provided he has at least a 2.0 average and has completed Analytic Geometry (Mathematics 103). Advisor—Hand.

MEN'S INTRAMURAL ASSOCIATION

The Men's Intramural Association is an organization whose only purpose is to encourage and provide opportunities for active participation in intramural sports. Incoming freshmen and transfers should join and become active participants in as many of the activities as possible. Some of

the activities offered are flag football, volleyball, softball, basketball, horse shoes, table tennis, foul shooting, and tug of war. Individual and team trophies are awarded to the winners of the various activities at the end of each school year. Advisor—Watson.

NEWMAN CLUB

The Newman Club is the campus organization sponsored by the Catholic Church. Membership, however, is open to any student. Its purpose is to help the student develop and broaden his religious, educational and social interests. Advisor—Moriarty.

PHI BETA LAMBDA

Phi Beta Lambda is open to any student interested in the field of business. The chapter is affiliated with the state and national organizations. Its purposes are to create more understanding and interest in business education, to develop character, and to train for useful citizenship. Social as well as professional meetings are held at regular intervals. Advisor—Gibson.

PHI SIGMA MU

Phi Sigma Mu is an honor society for men at West Georgia. Men who have shown high scholastic achievement during their freshman year are asked to join the club. They strive to encourage and stimulate scholarship and achievement among the men of West Georgia College. Advisor—G. Walker.

PHYSICAL EDUCATION CLUB

The purpose of the Physical Education Club is to stimulate and promote professional growth and personal relationships through activities, meetings and special programs. Advisor—Leaming.

PSYCHOLOGY CLUB

The purpose of the Psychology Club is three-fold: (1) to provide opportunities for those interested in the field of psychology to discuss mutual interests and problems, (2) to stimulate and foster interest in the professional field of psychology, and (3) to provide contacts with people in the field of psychology and experiences that contribute to the student's understanding and growth. Anyone interested in the field of psychology may make application to the membership chairman. Advisor —Nix.

STUDENT ART LEAGUE

The Student Art League has been organized primarily for the students; however, any faculty or staff member of the college interested in the visual arts is invited to join. The purpose of this league is to promote interest and use of the visual arts on campus. Opportunities are provided to help the members to become acquainted and enjoy the mutual benefit of exchanging ideas and engaging in the privileges of the league. Advisor —Maxwell.

STUDENT EDUCATION ASSOCIATION

The Student Education Association is open to all students who are interested in teaching. The Tieje-Downs Chapter is affiliated with the state and national organizations and provides contact with leaders in the profession and opportunities for experiences that will contribute to growth toward becoming a teacher. Advisors—Lightsey, Davidson.

STUDENT MUSIC EDUCATORS NATIONAL CONFERENCE

The purpose of SMENC is to acquaint students with the privileges and responsibilities of music and the music education professon. The organization provides for its members an opportunity to become acquainted with leaders in the music profession as well as SMENC members of other colleges and universities. Advisor—Coe.

STUDENTS FOR PRIVATE ENTERPRISE CLUB

This organization's purpose is to stimulate an interest in private enterprise, to provide speakers to the public, to promote private enterprise, and to perform other services which will help students appreciate the fact that private enterprise is our greatest strength. Advisor—Kuniansky.

WESLEY FOUNDATION

The Wesley Foundation is the campus organization sponsored by the Methodist Church. Membership is open to any student. Its purpose is to help the student to develop and broaden his religious, educational and social interests. Advisor—J. Mark Miller.

WEST GEORGIA GROTTO OF N. S. S.

The purpose of this organization is to promote the orderly exploration of caverns. Selected caverns are toured by the club each quarter under the guidance of club officers. Membership is open to all students who purchase the required equipment and agree to abide by the safety and cave conservation rules of the club. Advisor—Crawford.

WEST GEORGIA PISTOL AND RIFLE CLUB

The Pistol and Rifle Club is associated with the National Rifle Association, under the auspices of the Army Office of the Director of Civilian Marksmanship. The club stresses marksmanship and the care of firearms. It provides an opportunity for students to compete and enjoy a different and important sport. Advisor—Veitia.

WESTMINSTER FELLOWSHIP

The Westminster Fellowship is the organization for Presbyterian students. The club's purpose is to encourage expansion of the student's educational, intellectual and social life within a Christian framework. Advisor—Radcliff.

WOMEN'S ATHLETIC RECREATION ASSOCIATION

Membership in the Women's Athletic Recreation Association is open to all women students on the campus. The purpose of the association is to foster and promote athletic and recreational activities through the athletic board in cooperation with the department of physical education.

Activities offered in the intramural program are soccer, field hockey, basketball, volleyball, speedball, softball, tennis, golf, archery, badminton, table tennis, horseshoes, swimming, track and field events and other recreational activities. Advisor—McNabb.

YOUNG DEMOCRATIC CLUB

The purpose of this organization is to stimulate in young people an active interest in governmental affairs, to increase the efficiency of popular government, to foster and perpetuate the ideals of the Democratic Party and to acquaint voters with the issues and candidates. Advisors—Moriarty, Finnie.

YOUNG MARRIED'S CLUB

The Young Married's Club is a social organization open to married students and faculty. The club was organized to provide married couples with entertainment and a chance to meet other couples. Advisor — A. Sanders.

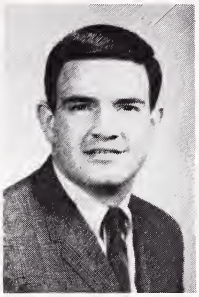
YOUNG REPUBLICANS

The Young Republicans seek to promote constitutional and conservative principles of government and to provide practical experience in campus politics.

On the campus scene, the Young Republicans function to enable members and other students to understand the principles and goals of a conservative party. Advisor—Townley.

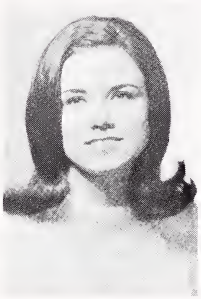
YOUR STUDENT GOVERNMENT ASSOCIATION

Rick Buckalew
President

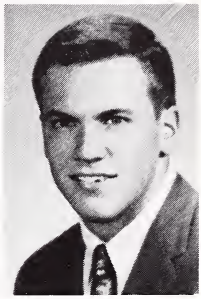


Bob White
Vice-President

Marie Cross
Secretary



Melody Hadaway
Treasurer



Kenny Golightly
Judiciary Chairman

YOUR STUDENT GOVERNMENT ASSOCIATION

FELLOW STUDENTS:

On behalf of the Student Government Association, I would like to welcome each of you to West Georgia College.

Along with the progressive physical, academic, and social growth our institution, your Student Government Association has also grown and matured. We take pride in the successful effort that the S.G.A. has made to become an effective line between students, faculty, and administration. It is through the Student Government that each student is able to relate ideas, bring forth problems, and strive for change when and where change is thought to be needed.

But to continue our successful trend, the cooperation of each of you is needed. I urge you all to support the activities that have been planned by the College, the Student Government, and the College Union for the coming year.

It will be through your help and cooperation that the Student Government Association and the College as a whole will continue to grow and prosper in the future.

Sincerely,

Rick Buckalew,

President, Student Government Association

Constitution

of the Student Body of West Georgia College

Passed by S.G.A. 9/28/65.

Revised 5/17/67

Preamble

We, the students of West Georgia College, in order to promote a high standard of conduct; to maintain a desirable atmosphere for intellectual growth and for social activity; to stimulate common understanding between students, faculty and administration; to protect the individual rights of each student; and to set forth the general principles that shall govern the Student Body, do establish this Constitution and By-Laws of the Student Body of West Georgia College.

ARTICLE I

Name

The name of this organization shall be the Student Body of West Georgia College.

ARTICLE II

Objectives

The objectives of this organization are stated in the Preamble to this Constitution and By-Laws.

ARTICLE III

Membership

Any person accepted as a full-time student in good standing at West Georgia College is a member of the Student Body and is eligible to participate in student government.

ARTICLE IV

Student Body Officers

Section I. The Student Body shall elect the following officers: a President, a Vice-President, a Secretary, a Treasurer, and a Judicial Chairman. These officers along with the Superintendent of the College Union (elected by the College Union Board) shall also be the officers of the Student Government Association.

Section II. The President of the Student Body shall come from the rising Junior or Senior Class; the Vice-President shall come from the rising Junior or Senior Class; the Judiciary Chairman shall come from the rising Junior or Senior Class; and the Secretary and Treasurer shall come from the rising Sophomore, Junior or Senior Class.

ARTICLE V

Governmental Units

Section I. Student Government shall be administered through governmental units. The Student Body shall understand that the President and Board of Regents has ultimate authority in all matters governing West Georgia College.

Section II. There shall be a Student Government Association.

A. The Student Body officers shall be the officers of the Student Government Association.

B. Members of the Student Government Association shall consist of the officers, the Presidents of the four academic classes, two elected representatives from the Senior Class, two elected representatives from the Junior Class, three elected representatives from the Sophomore Class, and three elected representatives from the Freshman Class. The President of the Interfaith Council and the editors of the official student publications shall be ex-officio members. No student shall represent more than one organization in the Student Government Association.

C. The objectives of the Student Government Association are stated in the Preamble to this Constitution and By-Laws.

D. The Student Government Association shall be the ultimate Student authority in legislative matters.

E. The Student Government Association shall establish the following Commissions, Councils, and Committees to facilitate its work:

1. *Student Judiciary Commission.* This Commission shall be vested with the responsibility for the Student Judiciary System. It shall prepare for the approval of the Student Government Association a statute entitled, "Student Judiciary Procedures."
2. *Student Welfare Commission.* This Commission shall be vested with the responsibility for recommending to the Student Government Association policies concerning the citizenship and general welfare of the students. It shall prepare for the approval of the Student Government Association a statute entitled "A Code for Student Conduct and Responsibility."
3. *Summer Commission.* This Commission shall be vested with the ultimate student authority, both legislative and judicial, during the summer quarter.
4. *Calendar Committee.* This Committee shall publish and maintain a calendar of campus and other events of general interest to the students.
5. *Finance Committee.* This Committee shall make recommendations to the Student Government Association on all monetary matters which fall within the purview of Student Government Association activities and establish policy necessary to the efficient operation of said committee.
6. *Election Committee.* This Committee shall prepare for the Student Government Association's approval, a statute entitled "Student Election Policies and Procedures." It shall supervise all Student Body elections and conduct other elections and polls as directed by the Student Government Association.
7. Special committees may be established as the need arises.

Section III. As a unit of the Student Body, each of the four academic classes shall be vested with authority to organize at academic levels, elect class officers, to administer necessary class duties and responsibilities, and to provide specific representation to the Student Government Association.

Section IV. House Councils. Each House Council shall be vested with authority in matters governing student living in each respective residence hall.

Section V. All officers and members of these governmental units except the Summer Commission, whether elected or appointed, shall serve in their respective position for a period of one year, entering upon their

duties at the time of their installation. It shall be understood that the presiding officer of any level of the Student Government shall have the privilege of the floor but he shall have no vote except to break a tie.

ARTICLE VI

Student Body Meetings

The Student Body President shall call all meetings of the Student Body.

ARTICLE VII

Elections

Section I. All students (registered for ten quarter hours at West Georgia College) shall be entitled to vote for Student Body officers and shall be entitled to vote in other general student elections.

Section II. All students registered for ten quarter hours at West Georgia College and certified by the Registrar's office as being members of a particular academic class shall be entitled to vote in that particular election.

Section III. In order to distribute the honors of holding office among the Student Body and to prevent these offices from becoming an imposition on any student's time, the following shall not be eligible to hold any other elective office on the campus: President of the Student Body, Vice-President of the Student Body, Judiciary Chairman of the Student Body, Secretary of the Student Body, Treasurer of the Student Body, Editor and Managing Editor of the *West Georgian,* Editor and Associate Editor of the *Chieftain,* Editor of the *Eclectic.*

Any student holding any of the above mentioned elected offices may be allowed to complete his term of office, not to exceed one quarter, should he be elected to a new position.

Section IV. Scholastic and Citizenship Requirements. At the time of election each candidate for office must have been enrolled at West Georgia College for two full quarters and have maintained a cumulative average of "C" during this time, and must not have been on disciplinary probation at the termination of the quarter prior to election, and must maintain that average throughout his term of office.

Mid-term grades shall apply to Freshmen.

ARTICLE VIII

Parliamentary Procedures

All units of the Student Government shall follow parliamentary procedures included in Robert's Rules of Order.

ARTICLE IX

Section I. This Constitution shall be amended only when ratified by a two-thirds favorable vote of those ballots cast by the Student Body.

Section II. The Student Government Association shall, at least two (2) weeks prior to the date set for the Student Body vote, give notice that an amendment has been proposed for adoption. Notice shall be given through publishing the proposed amendment(s) in the *West Georgian.*

BY-LAWS

ARTICLE I

Student Government Association

Section I. There shall be a Student Government Association.

A. The Student Body officers shall be the officers of the Student Government Association. The duties of these officers are as follows :

1. *The President* shall preside over the regular association meeting held once every two weeks and over general assemblies of the Student Body when authorized by the College. With the consent of the Faculty Advisor of the Student Government Association, he shall call special meetings of either of these groups. He shall be chairman as usually pertains to the office of President and is in charge of all committees of the Student Government Association.
2. The *Vice-President* shall assume the duties of the President in the absence of or at the request of the President. He shall preside over the Student Welfare Commission.
3. *The Judiciary Chairman* shall be chairman of the Student Court.
4. *The Secretary* shall keep a record of all meetings of the Student Government Association and shall perform such other duties as usually pertain to this office. The Secretary shall also head the Student Government Calendar Committee.
5. *The Treasurer* shall be responsible for the financial administrations and records of the Student Government Association. He shall serve as Chairman of the Finance Committee.

B. Members of the Student Government Association shall consist of the officers, the officers of the four Academic Classes, two elected representatives from the Senior Class, two elected representativs from the Junior Class, three elected representatives from the Sophomore Class, and three elected representatives from the Freshman Class. The President of the Interfaith Council and the editors of the official student publications shall be ex-officio members. No student shall represent more than one organization in the Student Government Association.

C. The objectives of the Student Government Association are stated in the Preamble to this Constitution and By-Laws.

D. The Student Government Association shall be the ultimate student authority in legislative matters.

E. Meetings.

1. The Student Government Association shall meet regularly once every two weeks as prescribed in the college calendar.
2. Special meetings may be called by the Executive Committee which is composed of the officers of the Student Government Association and the Faculty Advisor.
3. Unless excused by the President of the Student Body all members are required to attend all regular meetings of the Association. Attendance is desired but not compulsory at special meetings. After two consecutive unexcused absences from regular meetings of the Association or four non-consecutive unexcused absences, a member shall automatically be removed from the Association upon written notification by the Secretary.
4. A quorum shall consist of a majority of the total members of the Association. Decisions shall be valid only when considered by a quorum.

F. Vacancies. The vacancy of a Student Government office shall immediately be filled by a member of the Student Government Association. The organization which the member represents shall elect a new representative to the Student Government Association.

G. The Order of Business. The following order of business shall be used at all meetings.
Call to order by the President of the Student Body
Roll Call by the Secretary
Committee Reports
Discussion of old business
New business
Adjournment

H. The Student Government Association shall establish the following Commissions, Councils, and Committees to facilitate its work. Unless otherwise designated, the Chairman of each shall be appointed by the Student Government Association and members will be elected by the Student Government Association upon nomination of the Chairman.

1. *Student Judiciary Commission.* This Commission shall be vested with the responsibility for the Student Judiciary System.

   a. This Commission shall prepare for the approval of the Student Government Association, a statute entitled "Student Judiciary Procedures." This statute shall state the policies and procedures for all student judiciary systems. This statute should be periodically reviewed and any necessary amendments proposed to the Student Government Association.

   b. This Commission shall be composed of the following members: a chairman and six members, two of whom shall come from the Senior Class, two from the Junior Class and one each from the Sophomore and Freshman Classes. These members are to be appointed by the Student Government Association. The Chairman is to be elected by the Student Body from the rising Junior or Senior Class.

   c. Vacancies will be selected from the appropriate class by the Student Government Association.

   d. Student Body officers shall not serve on the Judicial Commission.

2. *Student Welfare Commission.* This Commission shall be vested with the responsibility of recommending to the Student Government Association policies concerning the citizenship and general welfare of the students.

   a. This Commission shall prepare for the approval of the Student Government Association, a statute entitled "A Code for Student Conduct and Responsibility." This statute shall state the standards by which all West Georgia students are to govern their behavior and their relations with their fellow students and other members of the campus community. This statute shall be periodically reviewed and any necessary amendments proposed to the Student Government Association. This Commission shall be charged with securing student cooperation with this code.

   b. This Commission shall be vested with the authority to develop specific rules and regulations.

   c. This Commission shall recommend to the Student Government Association, the establishment of new student organizations

and activities. This Commission shall, also, evaluate the objectives of student organizations and their unique contribution to students.

d. This Commission shall be concerned with the welfare of all students and shall investigate any complaints by students and make recommendations for improving the situation.

e. This Commission shall meet periodically with the dietician to discuss menus and other topics pertaining to the dining hall.

f. This Commission shall be composed of the following members: the Vice-President of the Student Government Association as Chairman, and the number of members the chairman deems necessary.

3. *Summer Commission.* This Commission shall be vested with ultimate authority, both legislative and judicial, during the summer quarter.

a. This Commission shall be concerned with the general welfare of all students attending the Summer Quarter.

b. This Commission will receive and/or try any violation of conduct by students enrolled in the Summer Quarter.

c. This Commission shall fulfill any other duties necessary to implement the objectives of the Student Government Association during the Summer Quarter.

d. This Commission shall be composed of all Student Government Association members enrolled in the Summer Quarter. The Chairman shall be selected by the Student Government Association prior to the end of the Spring Quarter.

4. *The Finance Committee.* This Committee shall make recommendations to the Student Government Association on all monetary matters which fall within the purview of Student Government Association activities and establish policy necessary to the efficient operation of said committee.

a. This Committee shall also receive proposed budgets of the various student activity groups receiving funds allocated by the Student Government Association, and in conjunction with the duly appointed representatives of such organizations this committee shall prepare budgets for all the said student activity groups. All of these budgets shall be presented by the Finance Committee to the Student Government Association for approval.

b. It shall also be the duty of this committee to ascertain that funds allocated to the various organizations are being properly expended. The Finance Committee shall make a quarterly report to the Student Government Association on the general financial state of those organizations dependant upon Student Government Association disbursements for operating funds and it may assist any organization in the proper management and accounting of funds. Should the committee discover any improper expenditure of funds it may temporarily suspend the funds of such organization, pending action by the Student Government Association.

c. Membership shall consist of the Student Government Treasurer who shall be chairman plus two representatives from each division of the college.

5. *Student Entertainment and Lecture Committee.* This Committee

shall plan recreational, lecture and forum programs on the campus.

a. This Committee shall plan programs which are of general campus interest.

b. This Committee shall assist clubs and activities in developing their programs, especially those which would have an interest to all students.

c. This Committee shall be composed of a chairman and the number of members which the chairman deems necessary to function.

6. *Election Committee.* This Committee shall prepare, for the Student Government Association approval, a statute entitled "Student Government Policies and Procedures." This shall be reviewed periodically and any necessary amendments proposed to the Student Government Association. It shall supervise all Student Body elections and conduct other elections and polls as directed by the Student Government Association.

a. The Election Committee shall conduct the following specific elections:

(1.) Student Body Officers—to be held during the Winter Quarter

(2.) Rising Sophomore, Junior, and Senior Representatives to the Student Government Association—to be held during the Spring Quarter

(3.) Class Officers—Spring Quarter

(4.) Homecoming Queen and Court

(5.) The King and Queen of Hearts

b. The Election Committee shall report any alleged violations of the statute entitled "Student Election Policies and Procedures" to the Judiciary Commission.

c. The Election Committee shall be composed of a Chairman and such members which the chairman deems necessary to function.

7. Special Committees may be established as the need arises.

I. The Student Government Association shall annually nominate to the President of the College their Faculty Advisor.

ARTICLE II

Class Organizations

Section I. As a unit of the Student Body, each of the four academic classes shall be vested with the authority to organize at academic levels, elect class officers, to administer necesary class duties and responsibilities, and to provide specific representation to the Student Government Association.

Section II. Each class shall elect the following officers: President, Vice-President, Secretary-Treasurer. The rising Sophomore, Junior and Senior Classes shall elect their officers in the Spring Quarter. The Freshman Class shall elect their officers following the mid-term grading period in the Fall Quarter.

Section III. The following specific responsibilities on behalf of the Student Body are assigned to the respective classes:

A. Senior Class—Homecoming Dance

B. Junior Class—Spring Dance
C. Sophomore Class—Rat Week Dance
D. Freshman Class—Sweetheart Dance

Section IV. Each class shall meet as frequently as necessary and upon call of the President of the Class. A quorum for a meeting requiring class action shall be ten per cent of those classified as being members.

ARTICLE III.

House Councils

Section I. Each House Council shall be vested with authority in matters governing students living in each respective residence hall.

Section II. The duties of each House Council shall include the following:

A. To foster fellowship and cooperation among students living in a particular Residence Hall as well as among students living in all the Residence Halls.
B. To maintain a standard of Residence Hall living which shall conform to the Student Government Association's statute entitled "A Code for Student Conduct and Responsibility."

Section III. Each Residence Hall shall organize their House Council on a representative basis. Each floor unit shall be represented by a resident living in that area.

Section IV. Each House Council shall annually elect those officers necessary to administer the organization.

Section V. The Student Government Association's statute entitled "Student Judiciary Procedures" shall govern the judicial procedures and actions of the various House Councils.

Section VI. Policy-making decisions of a House Council shall require a majority vote of the total membership.

ARTICLE IV

Amendments

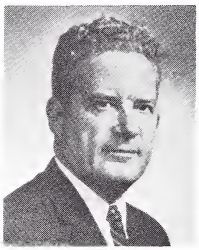
Section I. These By-Laws shall be amended only when ratified by a two-thirds favorable vote of the total membership of the Student Government Association.*

Section II. Proposed amendments to these By-Laws shall be presented at a regular meeting of the Student Government Association. Discussion and voting shall take place at the next regular meeting of the Student Government Association.

***No absentee balloting shall be permitted.**

People You Should Know

The student at West Georgia College ordinarily will come in close contact with a number of administrative officers other than the hostesses and classroom instructors. In order to make it possible to know where to go for specific help, the general fields of activity administered by some of the principal administrative officers are given in the following statements.



THE PRESIDENT

James E. Boyd

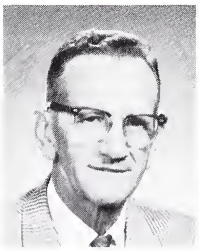
The President is administrative head of the institution. He represents the Board of Regents and is responsible to the regents for the overall administration of the college. All official communications from the regents to the faculty and students and all official communications from the students and faculty to the regents must be made through the President. The President is the final mediator of problems and policies involving students and faculty and the relationships of the college community with the Board of Regents.

The office of the President is open at all times to students and faculty for consideration of college problems, both personal and official.

DEAN OF THE COLLEGE

George W. Walker

The Dean of the College, in carrying out the policies of the President and the faculty, is the coordinating officer in the routine operation of the college. He is the officer principally concerned with academic matters. In this position, he supervises and correlates the work of several divisions of the college and is directly responsible for the maintenance of regulations and standards.



COORDINATOR OF ACADEMIC COUNSELING

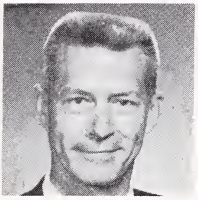
William T. King

The Coordinator of Academic Counseling coordinates work of faculty advisors and counsels students on academic matters. This includes academic load, schedule changes, academic standing (probation, dismissal, reentry).

THE REGISTRAR

Elizabeth Parker

The office of the registrar is responsible for all personal and academic records of the students. The office supplies such information and data as are needed by administration and faculty. Registration, evaluation of transcripts from other colleges, transmittal of transcripts to other colleges, and preparation of the college catalogue are among the duties of this office.

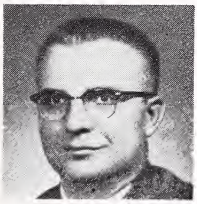


DIRECTOR OF PHYSICAL PLANT
AND
ASSISTANT TO THE PRESIDENT
H. S. Tolbert

The Director of the Physical Plant is responsible for the maintenance of the buildings, grounds and utilities of the campus. He directs the operations of the Dining Hall through the College Dietician, and the Bookstore, Snack Bar, and Post Office through their respective Managers. He assists in the planning of new buildings and development of the campus.

THE COMPTROLLER
J. E. McWhorter

The Comptroller is the business manager of the college. All matters pertaining to purchase, finances and payments of money must be handled through his office.



DEAN OF STUDENT AFFAIRS
John J. Pershing

The Dean of Student Affairs acts as coordinator for the admissions office, the placement office, and the student personnel program, including student activities, student discipline, student government, student organizations, student health services, student housing and financial aid to students.

ASSOCIATE DEAN OF STUDENT AFFAIRS
Georgia Martin

The Associate Dean of Student Affairs is responsible for the guidance program, personal counseling, and testing. She works with individual students and coordinates with the housing program, psychological clinic and with faculty advisors.

DIRECTOR OF HOUSING
Donald Gehring

The Director of Housing is responsible for the activities program and for student government within the residence halls. Housing assignments are made by this office. The housing director supervises the physical operation of residence halls and selects, trains and supervises resident hall counselors.

DIRECTOR OF FINANCIAL AID

Paul Smith

The Director of Financial Aid is responsible for all programs of financial assistance to students, including scholarships, loans, and employment. He counsels students on their financial problems.

DIRECTOR OF ADMISSIONS

Helen Womack

The Director of Admissions is responsible for processing the applications of students for admission to West Georgia College. Prior to actual admission, students should correspond with this office for information about admission. Once on the campus, the student should consult other appropriate academic officers. Questions of re-admission once a person has been a student in the college are the concern of the Dean of the College.

DIRECTOR OF STUDENT HEALTH SERVICES

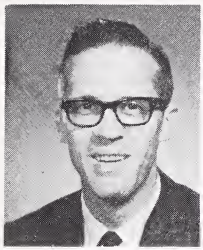
Dr. William P. Downey, Director

The College Doctor and Nurses are employed by the college to maintain the health of the students and college employees.

THE LIBRARY

Annie Belle Weaver, Librarian

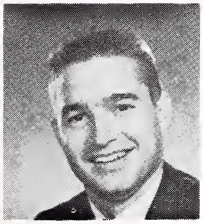
The Librarian has charge of the college library and is responsible for its administration. Students will find in the Librarian a person who can help them secure material needed for reading. Order is maintained in the library in order to make it a place conducive to study.



DIRECTOR OF PUBLIC RELATIONS

Tracy Stallings

The Director of Public Relations is in charge of all publicity and publications of the college. He is the representative of the college at high school college day programs.



DIRECTOR OF STUDENT ACTIVITIES

David Parkman

The Director of Student Activities plans and coordinates student entertainment with the Union Program Council. He is the Director of the College Union, and he assists campus organizations and publications.

DIRECTOR OF PLACEMENT

Arthur Sanders

The Director of Placement informs students of employment opportunities in the various fields of student interests and assists students in securing positions for which they are qualified and likely to find success and satisfaction.

DIRECTOR OF ALUMNI AFFAIRS

McDonald Willis

The Director of Alumni Affairs is responsible for maintaining contact between the Alumni and the College and for stimulating Alumni support and involvement with various programs of the college. His office publishes a quarterly newsletter for Alumni and is responsible for coordinating the activities of the annual Homecoming of the West Georgia Alumni and the annual reunion of the Fourth District A&M School graduates.

Alma Mater

Alma mater, alma mater, hail, hail to thee,
The shine of our eternal love and youth
Will live forever in the ways of truth.
West Georgia lifts up her head above the beauty
Of the coronets that crown the verdant hills;
Her throne securely rests amid the woodland
Where nature's sweetest tribute daily spills.
Marching feet are guided by her sure light,
Shining on the darkness like a star;
The candles of her children now are burning
To reflect a mother's spirit from afar.

AARON BUCKALEW

Class of 1939

WEST GEORGIA COLLEGE
UNIVERSITY SYSTEM OF GEORGIA
CONSTITUTION
WISDOM
JUSTICE
MODERATION
1785
EST. 1933
CARROLLTON